

CHARGING AND REMISSIONS**ADDITIONAL ACTIVITIES ORGANIZED FOR THE PUPILS**

The Governing Body recognizes the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional and optional activities.

Charges: The Governing Body reserves the right to request a charge in the following circumstances for activities organised by the school:

School journeys in school hours: The board and lodging element of residential activities deemed to take place within school hours (e.g. field study visits for Sixth Form Geographers).

Activities outside school hours: The full cost to each pupil of activities deemed to be optional extras taking place outside school hours (e.g. theatre and concert visits, foreign visits and exchanges during schools holidays).

The full cost to each pupil of activities within school hours deemed to be optional extras (e.g. the cost of instrumental tuition).

Charging in kind: The cost of materials, ingredients, equipment (or the provision of them by parents) for Design and Technology including Food, Textiles, Resistant Materials and Graphics.

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated, in advance, that they wish to own the finished product.

Examination fees: Where a pupil has not been prepared for a prescribed examination by the school, the Governing Body may make a charge for the cost of entering the pupil for the examination, as they can for entries to non-prescribed examinations whether or not prepared by the school.

If a pupil fails, without good reason, to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, or requests to be withdrawn from an examination, then the Governing Body may recover the fee from the parent.

Use of lockers: A charge for all new entrants to the school for the provision and use of a lockable locker whilst attending the school.

Books and other resources loaned to pupils: A charge will be made for the replacement or cost of repair of text books or school equipment when damaged or lost by a pupil.

Facilities provided, including printing and photocopying: a schedule of charges will be notified to parents annually.

The Governors reserve the right to charge administrative costs and/or bank charges incurred on refunds.

Such charges to be restricted to 1.5% of the value of refund. Refunds at the instigation of the school to be exempt from charge.

GENERAL

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Administrative charges are reviewed and published annually.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils. This will normally be invited in a letter to parents from the school before an activity is arranged. Insufficient offers or voluntary contributions may result in the proposed activity not taking place.

REMISSIONS

There may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply, in confidence, for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chairman of the Governors. The Governors also recognize that circumstances may make it difficult for parents, who would wish to do so, to offer voluntary contributions. Such parents will be invited to make this known to the Headteacher in confidence.

Reviewed by Finance and Resources Committee	March 2022
Ratified by FGB	March 2022
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